

Dear Incoming Family Member:

Welcome to the Naples Fleet and Family Support Center (FFSC) Website! Thank you for accessing this link, I hope you find this information helpful as you prepare your move to Naples and plan your job search. I have included in this letter general information about employment prospects for family members.

At the end of this letter, you will find some important links to the local personnel offices, contractors and local colleges and universities, as well as employment information for Third Country Nationals and Italian citizens. Please feel free to e-mail us with any questions you may have at [ffsc\\_naples@nsa.naples.navy.mil](mailto:ffsc_naples@nsa.naples.navy.mil)

Below is a checklist of items you need to bring and things to remember prior to your relocation:

- ☐ Please ensure that you are included on your **sponsor's orders** and you are in possession of a **no-fee passport** with the proper Italian visa affixed. *(If you fail to do so, you will be considered a tourist, and will not be able to apply for jobs; in addition, you will have to return to the States after three months.)*
- ☐ Prepare a document including all of your **work history** (dates, addresses, telephone numbers, previous supervisors' full names and contact information and salary for each job you have held).
- ☐ Obtain a copy of **official transcripts** and graduation certificates from any educational institution you have attended.
- ☐ If you are currently attending a college or university, inquire about the possibility of completing your degree or courses through distance education.
- ☐ If you are a veteran, ensure you have a copy of your **DD214**.
- ☐ If you are a veteran and interested in applying for the 10 Point Veterans Preference you will need a letter dated within the last 12 months from the Department of Veterans Affairs or the Department of Defense certifying the receipt of compensation for a service-connected disability of 30% or more. For more information see the U.S. Office Of Personnel Management's, VetsInfo Guide: Civil Service Employment and Veterans at [www.opm.gov/veterans/html/vetsinfo.pdf](http://www.opm.gov/veterans/html/vetsinfo.pdf)
- ☐ If you are a current civil service employee, obtain the latest **SF50-Notification of Personnel Action** and **SF75-Data Sheet** from current servicing Human Resources Office.
- ☐ Reminder: Do not pack the above mentioned items with your household goods shipment as it may take longer to arrive or could be lost during transit.

When you arrive to Naples and are ready to start your job search please call the Family Employment Readiness Program, here at the FFSC to register you for the next Employment and Career Opportunities in Naples seminar. This seminar is usually held twice a month (the first and third Tuesday of every month) in the main office of the Fleet & Family Support Center, Gricignano, Support Site.

Below are some helpful Web Links:

Local Personnel Office:

<http://www.nsa.naples.navy.mil/hro>

To search for jobs:

<http://www.nsa.naples.navy.mil/HRO/jobs/jobsus.htm>  
(You cannot apply for these jobs until you arrive.)

Local colleges and universities listings:

<http://www.nsa.naples.navy.mil/colleges.htm>

Other civil service opportunities \*:

<http://www.usajobs.com>

or Navy

<http://chart.donhr.navy.mil>

*\*Note: "Open Continuous" jobs are those in which organizations may be building an applicant pool and may not require an immediate fill.*

You can find NEX, MWR, contractor and other local jobs updated each Friday in our local newspaper, the *Panorama*:

<http://www.nsa.naples.navy.mil/panorama>

Monthly events calendar with listing of classes at the Fleet and Family Support Center, Naples, Italy:

<http://www.nsa.naples.navy.mil/ffsc/month.htm>

If you have any questions please do not hesitate to contact us here at the Fleet and Family Support Center.

Sincerely,

Family Employment Readiness Program / Volunteer Coordinator  
Fleet & Family Support Center  
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